



**CITY OF SALINAS COUNCIL  
STAFF REPORT**

---

**DATE:** JUNE 2, 2026

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**FROM:** LISA BRINTON, DIRECTOR

**BY:** ANGELINE ANZINI, CHIEF BUILDING OFFICIAL  
ODED ZALMANOVITCH, MANAGEMENT ANALYST

**TITLE:** AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT  
WITH TRB AND ASSOCIATES, INC.

RECOMMENDED MOTION:

A motion to approve a resolution authorizing the City Manager to execute Amendment No. 3 to the Agreement for Professional Services with TRB and Associates, Inc., increasing the total by \$900,000 for a revised not-to-exceed amount of \$3,500,000.

EXECUTIVE SUMMARY:

The Permit Services Division relies on TRB and Associates, Inc., as one of five consultants to supplement City staff in plan review, permitting, and inspection services, ensuring consistent and timely customer service without replacing City employees. Contracting with TRB and Associates allows the City to respond efficiently to increases in development applications. Amendment No. 3 would increase compensation by \$900,000, bringing the total cumulative not-to-exceed amount to \$3,500,000 for Fiscal Year 2026–27. Funding for this amendment will be fully covered through the Permit Services Enterprise Fund using plan check and inspection fees collected prior to requesting professional services.

BACKGROUND:

In 2024, the City conducted a Request for Qualifications to identify qualified consultants. TRB and Associates, along with True North Compliance Services, 4LEAF, Shums Coda Associates, and Willdan Engineering, demonstrated extensive experience providing technical services to building departments across California. Based on the RFQ results, the City Council approved an On-Call List for permit services in July 2024 and authorized execution of Agreements for Professional Services with TRB and Associates for Fiscal Years 2024-25 through 2025-26 and with True North Compliance Services, 4LEAF, Shums Coda Associates, and Willdan Engineering for Fiscal Years 2024-25 through 2026-27. TRB and Associates was recognized for their certified staff, technical expertise, and proven

ability to deliver timely, high-quality, and cost-effective services that support the City’s operational needs.

As permit volumes increased and staffing shortages persisted, the Permit Center required additional technical support to sustain service levels. Amendment No. 1 to the Professional Services Agreement with TRB and Associates, approved on October 8, 2024, authorized the use of TRB’s technical staff to address staffing shortfalls, rising workload, and the comprehensive and extensive needs of a three million square foot warehouse for Amazon. This amendment increased the total not-to-exceed compensation amount to \$2,600,000.

On March 19, 2025, the City and Consultant executed an administrative addendum to correct an oversight in the original Agreement by including missing terms for the Scope of Service and Fee Structure for regular plan review, permitting, and inspection services for all projects.

On April 24, 2026, the City and Consultant executed Amendment No. 2 to the Agreement for Professional Services to extend the term through June 30, 2027, and update the fee structure for regular plan review, permitting and inspections for all projects to maintain timely and consistent plan review, permitting, and inspection services.

Due to the continued need to provide timely and consistent plan reviews and inspections while balancing staff workload and provide responsive services for a three million square foot warehouse, further consultant assistance is required. Amendment No. 3 to the Agreement for Professional Services requests an increase of \$900,000 dollars, bringing the total cumulative not-to-exceed compensation to \$3,500,000 dollars.

The original not-to-exceed amount, the Amendment No. 1 increase, and the proposed Amendment No. 3 increase for the Agreement are summarized in the table below. Consultant services are billed on a time and materials basis, according to the rates of compensation set in Exhibit B to the Agreement, which is provided in Attachment 6 of this report. Funding is fully covered by plan check and inspection fees through the Permit Services Enterprise Fund.

<b>Not to Exceed Compensation</b>	<b>Original</b>	<b>Amendment #1</b>	<b>Amendment #3</b>
TRB and Associates	\$ 600,000	\$ 2,600,000	\$3,500,000

**CEQA CONSIDERATION:**

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

**CALIFORNIA GOVERNMENT CODE §84308 APPLIES:**

Yes.

STRATEGIC PLAN INITIATIVE:

The proposed Amendment supports the City of Salinas Strategic Plan 2025-2028 Goals and Strategies by advancing economic development and housing through timely review of projects that expand the economic base and increase housing supply. It strengthens infrastructure planning through consistent, efficient permit processing. Enhancing the Permit Center’s capacity also improves overall City services. By supporting safe, compliant construction, the Amendment contributes to public safety. These improvements ultimately benefit youth and seniors by promoting well-planned, accessible community development.

DEPARTMENTAL COORDINATION:

This item was prepared by the Community Development Department, in collaboration with the City Attorney’s Office and the Finance Department.

FISCAL AND SUSTAINABILITY IMPACT:

There is no direct or indirect impact to the General Fund. The additional cost of \$900,000 for increased plan review and inspection services will be fully covered by the collection of permitting fees through the Permit Center Enterprise Fund established in July 2017.

The proposed consultant contract spans two fiscal years with an end date of June 30, 2027. There is sufficient budget available and appropriated in the current fiscal year 2025-2026. Future funding is subject to the appropriation of funds and the budget process.

<b>Fund</b>	<b>General Ledger Number (Operating/CIP)</b>	<b>General Ledger Account Name</b>	<b>Remaining Budget Appropriation</b>	<b>Amount Requested</b>
6900	30.3350-63.5010	Outside Services Professional Services	\$157,020	\$900,000

ATTACHMENTS:

1. Resolution authorizing the City Manager to execute Amendment No. 3 to Agreement for Professional Services with TRB and Associates, Inc.
2. Amendment No. 3 to TRB and Associates, Inc. Agreement for Professional Services.
3. Amendment No. 2 to TRB and Associates, Inc. Agreement for Professional Services.
4. Addendum No. 1 to TRB and Associates, Inc. Agreement for Professional Services.
5. Amendment No. 1 to TRB and Associates, Inc. Agreement for Professional Services
6. Agreement for Professional Services with TRB and Associates, Inc.